

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Summary Accident Report

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)
X

4. NO. OF COPIES PREPARED
4

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Monthly

6. DISTRIBUTION (No. of components not number of copies)
1

7. FORMAT (memorandum, form, computer print-out, etc.)
Form
B. ADP PROCESSING
YES
X NO
IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

Surveillance Division (Safety Office)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.57		1		3.57		12		42.84

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$42.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Indicates vehicle miles traveled and manhours of exposure to industrial environment.
This is an

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS
MAN-HOURS
DOLLARS

15. DATE OF INVENTORY

6 October 1970

16. EXTENSION